Room Rental Fees

Room rental fees are broken into four rates based upon the status of the organization as private or non-profit, and upon the residency of the applicant.

- The standard rate applies to private organizations and individuals.
- The resident rate applies to private organizations and individuals when the applicant is a Hillsboro resident.
- The non-profit rate applies to private and public non-profit organizations.
- The non-profit, resident rate applies to private and public non-profit organizations when the applicant is a Hillsboro resident.

Reservation Limits:

Library meeting rooms may be reserved up to 90 days in advance for a maximum of 3 reservations every 30 days. Groups using the Board Room for regular monthly meetings may reserve the Board Room up to 6 months in advance for a maximum of 3 reservations every 30 days; please see library staff for assistance.

Exceptions:

- Piano teachers are charged the non-profit rate for student piano recitals at the Main Library only.
- Library meeting rooms may be reserved, free of charge during Library hours, up to 1 year in advance without limit on the number of reservations for the following organizations: Friends of the Hillsboro Public Library, Library Foundation of Hillsboro, City of Hillsboro, Washington County Cooperative Library Services, Library sponsored series or events, governmental agencies, and Hillsboro School District.

Community Room (1st Floor, Main Library) Shute Park Meeting Room
Maximum Capacity: 180 standing or 84 seated.   **Maximum Capacity: 80 standing or 57 seated.**

	Cleaning Deposit	During Library	After Library	Optional: AV	Optional: Set-up	Optional: Take-down
Standard Rate	$50	$45/hour	$100/hour	$60/event	$40/event	$60/event
Resident Rate	$50	$30/hour	$85/hour	$60/event	$40/event	$60/event
Non-Profit Rate	$0	$20/hour	$60/hour	$30/event	$40/event	$60/event
Non-Profit, Resident Rate	$0	$0	$40/hour	$30/event	$40/event	$60/event

Event Room
Maximum Capacity: 240 seated. Event room can be rented with the adjoining Caterer's Room for additional capacity of 40 standing or 18 seated.

	Cleaning Deposit	During Library Hours	After Library Hours	Groups Over 100	Optional: AV Equipment	Optional: Caterer's Room	Optional: Set-up	Optional: Take-down
Standard Rate	$250	$120/hour	$280/hour	$100/event	$80/event	$120/event	$60/event	$100/event
Resident Rate	$250	$100/hour	$260/hour	$100/event	$80/event	$120/event	$60/event	$100/event
Non-Profit Rate	$250	$40/hour	$80/hour	$50/event	$40/event	$60/event	$60/event	$100/event
Non-Profit,	$250	$25/hour	$65/hour	$50/event	$40/event	$60/event	$60/event	$100/event

Board Room
Maximum Capacity: 48 standing or 28 seated.
Multipurpose Room
Maximum Capacity: 40 standing or 18 seated.

	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment (Board Room Only)	Optional: Set-up	Optional: Take-down
Standard Rate	$100	$45/hour	$100/hour	$60/event	$40/event	$60/event
Resident Rate	$100	$30/hour	$85/hour	$60/event	$40/event	$60/event
Non-Profit Rate	$50	$20/hour	$60/hour	$30/event	$40/event	$60/event
Non-Profit, Resident	$50	$10/hour	$50/hour	$30/event	$40/event	$60/event